



Troy Police Department  
500 West Big Beaver Road  
Troy, Michigan 48084

INTEGRITY \* RESPECT \* LAWS AND THE CONSTITUTION \* ACCOUNTABILITY \* PROBLEM SOLVING \* PROFESSIONALISM

## BAD CHECK CRIME REPORT CHECKLIST

**\*\*The following types of checks will not be investigated by this police department:**

- partially re-paid checks
- post/pre dated checks
- checks that you have agreed to hold before depositing

**\*\*Prior to filing a police report a 5 day notice MUST be sent to the check writer. What date was the 5 day notice sent on? Need to show proof of the 5 day notice receipt.**

**\*\*Once the 5 day notice is served and you have not received full payment from the check writer, fill out the below boxes, and return to the police department to file a report.**

**\*\*A COPY OF THE CHECK MUST BE PRESENTED IF A REPORT IS FILED**

VICTIM/MERCHANT NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE # and EMAIL \_\_\_\_\_

CHECK WRITERS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE # and EMAIL \_\_\_\_\_  
DRIVER's LICENSE/OTHER ID# \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_ DATE PASSED \_\_\_\_\_ \$AMOUNT \_\_\_\_\_  
NAME OF THE PERSON WHO ACCEPTED THE CHECK \_\_\_\_\_  
PHONE # and EMAIL ADDRESS \_\_\_\_\_  
CAN THE PERSON ID CHECK WRITER \_\_\_\_\_  
WHERE WAS THE CHECK PASSED AT (Location/Address/City)  
\_\_\_\_\_

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## **SAMPLE "STATUTORY NOTICE"**

Date

Dear Check Writer:

This is to inform you that I am in receipt of a check alleged to have been written by you dated \_\_\_\_\_, made payable to \_\_\_\_\_, drawn on \_\_\_\_\_ Bank in the amount of \$ \_\_\_\_\_. This check was presented to me in the usual course of business and was returned to me from the above stated bank marked insufficient funds/no account/account closed.

In Accordance with the Michigan statue you are hereby given 5 days notice that said check has not been paid, and if you shall not have paid the amount due thereon within 5 days of receipt of this notice, this shall serve as evidence of intent to defraud, and request the Troy Police Department, to seek criminal charges.

Sincerely,

YOUR NAME/ADDRESS